

McAllen ISD Police Department

2112 N. Main St., McAllen, Texas 78501, Ph: (956) 632-8768 – Fax (956) 632-8770

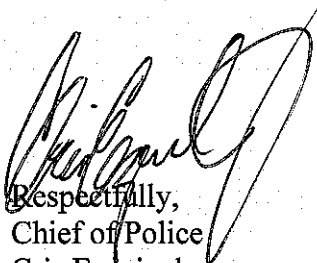
Date: February 26, 2013

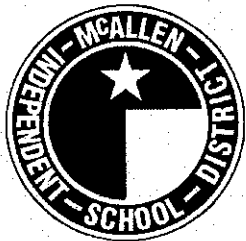
To: TCLEOSE

From: McAllen ISD Police Department c/o Chief Cris Esquivel

Reference: Racial Profiling Report

The McAllen ISD Police Department has concluded its racial profiling report as required. A manual count was prepared due to user error in entering of information, which is being corrected. An accurate count was still obtained by a manual count and attached are the findings. The attached Document is effective 2/26/13; this will enable us to provide the necessary back documentation on our next report.


Respectfully,
Chief of Police
Cris Esquivel



McAllen ISD Police Department

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Date: February 26, 2013

To: All Communication Officers

From: Cris Esquivel
Chief of Police

Reference: Citation Information

In conducting this year Racial Profiling Report, I have discovered that Communication Officers are entering data differently. There is no set process. In order to avoid data entry errors everyone will follow the same process. Any deviation from the process will not be tolerated. The following process shall be followed at all times from this point forward (see attachment).

Respectfully,
Chief of Police
Cris Esquivel

A large, stylized handwritten signature in black ink, which appears to read "Cris Esquivel", is written over the typed name and title.

Citation Input

Click on Reporting

Click on New Citation

Uncheck property and digital media

Enter citation number

Enter citation disposition (submitted to municipal court) and check mandatory court appearance or warning

Enter citation date and time

Click violation button and click the charge then click add violation

Click location button (school)

Click save on top

Click contact then click add person

Click contact type offender, type name tab to DOB,

Computer will look for a match, click on top

Enter DOB, address, and click home address type (Home)

Then add address

Enter phone info then click add phone

Enter DL info plus general description (*make sure a Gender, Race: *Hispanic for all Hispanics and White for all Caucasians only*)

Click on save on left hand side

~~Click add person on left side~~

Contact type will be police officer

Type in name then tab to DOB

Go to top and click on possible matches

Click on name it will fill in information

Click on save

Click on vehicle

Click add vehicle

Fill in information

Click on save

Then submit